

# Corporate Events and Facility Rental Coordinator (Term)

## College and Public Relations

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

### DUTIES

Reporting to the Director, College and Public Relations, the Corporate Events and Facility Rentals Coordinator will be responsible for the management and execution of key senior level events at Red River College, while also providing oversight and guidance on other key college-wide activities, including donor receptions, media events, news conferences, and ceremonies in addition to assisting with the coordination of event space at RRC's Exchange District Campus and Notre Dame Campus.

This will include working with internal and external clients and stakeholders in order to coordinate events that not only showcase Red River College, but also support our efforts as it relates to student success, alumni engagement, fundraising initiatives, commercial filming, and external rentals. This position will be required to demonstrate leadership and guidance on committee lead events where there are multiple leaders on the overall project. This person will also provide guidance and advice to smaller events but will not be responsible for its overall success.

### REQUIRED QUALIFICATIONS

- Diploma in communications or public relations, business administration, hospitality and tourism management; an equivalent education, training and experience in event management may be considered.
- Experience planning post-secondary, alumni, donor, and key stakeholder relations events
- Experience working with senior leaders, volunteers, boards, and other internal and external stakeholders in the execution and management of events.
- Experience planning and managing event budgets
- Experience utilizing finance and budget systems for invoicing
- Experience using software to manage internal and external event space bookings
- Ability to work under tight timelines and with minimal supervision
- Ability to work under pressure and manage multiple events at any given time
- Demonstrated experience in building relationships
- Effective written communication skills
- Effective verbal communication skills
- Experience planning and executing events
- Experience working with third-party clients and vendors
- Demonstrated understanding of food and beverage requirements as it relates to events
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### ASSETS

- A diploma in creative communications or hospitality and tourism management
- Smart Choice certification from MTEC

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

### COMPETITION NUMBER

2019-218

### CLOSING DATE

September 30, 2019

### SALARY

\$51,954 - 71,132 per annum

### POSITION LOCATION

### POSITION TYPE

Full-Time Position Available

Anticipated November 2019 up to November 2020

### APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)

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